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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

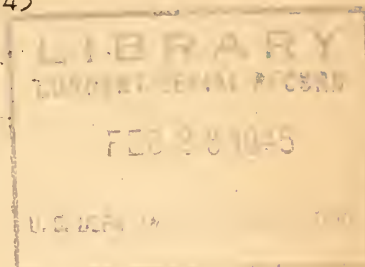
FIELD MEMORANDUM # 1107

January 1, 1945

To: All Ranking Field Officers

From: H. H. Bennett, Chief

Subject: "Work Record", Form SCS-195 (revised 1-1-45)



The "Work Record", Form SCS-195 (revised 1-1-45), a copy of which is attached, will be used as the report on progress, activities and accomplishments of Service personnel assisting conservation districts and other work areas. This report will be prepared semi-annually for each district covering the Soil Conservation Service work within districts or approved work areas outside of districts, as of June 30 and December 31 of each year. This report will be due in the Washington office by August 1 and February 1, respectively. The "Work Report on Group Enterprises", Form SCS-195a, (where work on group facilities is done) will be attached to the "Work Record" as of December 31 each year.

The preparation of each individual report, from district and work unit records, will be the responsibility of the district conservationist or other designated field officers. Copies of each individual report will be transmitted through the state office for the state, regional, and Washington offices. Summaries by states, and for the region, for work in districts and outside of districts, will be prepared in the regional offices by February 15 and August 15, and copies submitted to the state, regional, and Washington offices. From such summaries, calendar year or fiscal year studies, analyses and evaluations of progress should be made.

It is realized that state and regional offices may have need for certain information on activities and accomplishments more frequently than semi-annually. However, after June 30, 1945, the use of special or supplemental forms or periodic reports to secure information from districts or work units on a state, regional, or national basis must be approved in writing by the Washington office. At the time of submittal of proposed forms, the proper justification shall be given. The Management Improvement and Manpower Utilization Committee will review and make recommendations concerning such forms and reports.

Effective as of January 1, 1945, the old "Work Record", SCS-195, is hereby revised, and the following forms and memoranda are cancelled: Service Manual Paragraph, 59100; SCS-30 and SCS-31, Training Activities, Field Memorandum # 891; SCS-67, Individual Semi-Monthly Work Report, Conservation Surveys; SCS-68, Consolidated Monthly Work Report; and Field Shelterbelts & Woody Plantings, Field Memorandum SCS-1075.

The following forms will continue to provide basic data for the "Work Record": SCS-196, "Suggested Order of Establishment of Practices"; SCS-197 and 197a, "Record of Obligations and Work Completed"; SCS-501, "Monthly Time Report"; and other district records.

H. H. Bennett

INSTRUCTIONS FOR THE PREPARATION OF "WORK RECORD", FORMS SCS-195 (REVISED 1-1-45)

BLOCK A -- LOCATION AND PERIOD OF REPORT

Enter the name and number of the district and state in which it is located, headquarters of the governing body of the district (or other approved area) and enter the period for which the report is prepared, which will be January 1 to June 30 and July 1 to December 31, each year.

BLOCK B - FARM AND RANCH CONSERVATION PLANS AND TREATMENT

The information to be included in this block for "This Period" and "To Date" on number of plans and acreage can be secured from "application files", "District Cooperative Agreement Directory", record forms SCS-197 and 197a, or other district records. Column 6 in this block may be used as the region desires.

Line 1: This item will include the total number of "applications received" for farm and ranch conservation plans, and the acreage covered by such applications.

Line 2: "Active applications" on hand as of the date of the report are those active applications available for planning, and it is reasonably expected that conservation plans can be prepared. This item will include those active approved applications received this period and in former periods on which cooperative agreements have not been signed. The following status of applications shall not be considered as active: plans already prepared; applications submitted by owners or operators who are no longer interested in a plan, or have moved away; and applications for planning that have not been approved by the district governing body.

Line 3: "Plans Prepared and Signed" in numbers and acres will include all farm and ranch conservation plans prepared and signed in cooperation with the district. The following types of plans will not be included: plans prepared on which no cooperative agreements are signed; "group facilities" plans; CCC plans, demonstration project plans, and extension-demonstration plans (unless any of these have been converted to district cooperative agreements); and various types of plans between governmental agencies.

Line 4: "Plans Cancelled" are those district cooperative agreements that are no longer active due to cancellation by mutual consent or request of either the district, owners, or operators. Likewise, cancellations due to death, change in ownership, etc., will be considered as cancelled, unless such plans are re-signed by the new owners or operators.

Line 5: "Amended Plans" will be reported by number including those plans on which major land use changes have been made involving re-writing of the original plan. This item also includes the re-signing of cooperative agreements without cancellation, where change in ownership of the farm or ranch covered by a former district plan is involved. Where there are no changes in acreage of the total plan amended, report number only. When changes in total farm acreage occur due to purchase, sale, cancellation of part of a plan, etc., the net changes (+ or - acres) will be reported for "This Period"

and "To Date". Slight amendments to active plans, i.e., addition of practices or minor changes in land use, shall not be considered as amended plans, for reporting purposes.

Line 6: "Active Conservation Plans" to date are the district farm and ranch conservation plans prepared this period and in former years, on which planned and agreed practices are yet to be or have already been established, that have not been cancelled. It will be noted that changes in acreage caused by amended plans should also be considered to get the correct acreage to date, for "active conservation plans". Plans on maintenance, Line 8, shall be included as active conservation plans.

Line 7: "Combined Treatment" in acres will be based upon the amounts of work (practices) actually done in relation to the total amounts of work planned to be done, in active farmer-district cooperative agreements. The acreage of combined treatment that may have been completed at the time of cancellation of farmer-district plans will be included in the "To Date" acreage. Current changes or revisions in planned amounts of practices, as posted on forms SCS-197 and 197a, will be considered at the end of each reporting period when calculating combined treatment on a district basis.

Line 8: "Plans on Maintenance" in number and acres are those active plans on which the planned and agreed conservation practices have already been established. If amendments to plans on maintenance are prepared in which it is agreed that additional practices will be established, those plans should not be considered as being on a maintenance basis. Number of plans on which agreed practices are yet to be established can be obtained by subtracting this item from item 6 "active conservation plans".

Line 9: May be used as the region desires for securing current or special information relating to conservation plans.

BLOCK C - MAJOR SOIL & WATER CONSERVATION PRACTICES, FARM AND RANCH PLANS

The major soil and water conservation practices, reflecting the conservation program of the district or area will be reported in this block as "planned" and "established", this period and to date. The "This Period" columns shall include those major practices "planned" and "established" during the period. The "To Date" columns are to include the major planned practices contained in "Active Conservation Plans", and the totals of major practices established to date, on all plans. Practices planned and agreed to, with current revisions, in conservation plans as summarized on form SCS-196 (for an individual plan) and on form SCS-197 and 197a (for districts, work units or parts thereof) will be used to obtain information for this block.

On an individual farm or ranch basis, any practice for a particular field should be recorded only once and the acreage (or other units) for any particular practice cannot exceed the total acreage of that conservation plan to which the practice is applicable. The portions of practices planned and agreed to that were not established at the time of cancellation of plans will be deducted from the total planned to date. However, the amounts that had been established will remain a part of the total established to date. If,

at the time of planning, practices are already satisfactorily established, such practices will not be reported as planned or established.

In the future, the following practices with their units of measure shall be considered as those practices upon which reports are required at the Washington office, from each region where applicable: Contour planting, acres; Cover crops, acres; Crop residue management, acres; Strip cropping, acres; Range properly stocked, acres; Seeding of range and pasture, acres; Farm and ranch ponds, number; Field and gully planting, acres; Woodland improvement and harvest cutting, acres; Terraces, miles; Diversions, linear feet; Farm drainage (installed or improved), acres; Farm irrigation land preparation, acres; Improved methods of irrigation water application, acres; Irrigation systems, (installed or improved) number; Shelterbelt and windbreak planting, acres and miles.

Additional practices other than those listed above may be selected from the "Descriptive Catalogue of Conservation Practices" for regional use, but their names and descriptions should be as nearly identical to those in the catalogue as is practicable. In the event regional offices require data from field offices on practices other than those listed above, such data will be transmitted to Washington in the current reports. The regional conservator should approve additional practices if required by the region.

The last line in the block, "Plans on which one or more conservation practices have been established" gives some reflection of the current and to date activity on conservation plans. Active plans on which no practices have been established will not be included in the to date column. It will not be possible to add the number for one period to that of another period to get a total to date.

BLOCK D - DISTRIBUTION OF TIME, SOIL CONSERVATION SERVICE TECHNICIANS

Effective as of January 1, 1945, all Soil Conservation Service technicians (permanent and part-time) assigned to and working in districts will prepare "Monthly Time Record", Form SCS-501, with appropriate column headings and sub-headings, and submit copies to the district conservationist. Those technicians, not working under the supervision of the district conservationist, will submit SCS-501 reports to the appropriate officers. The man hours reported by grades of technicians (professional and sub-professional) will include the time of district conservationists, specialists, work unit leaders, conservation surveyors, farm and ranch planners, and aides. Additional time items can be used on SCS-501 as sub-headings to those listed on form SCS-195 (revised), where necessary for special purposes. Where it is impractical for part-time aides to prepare individual time reports, it will be permissible for the technician under whose supervision they are working to prepare a report for them. Only official time for which pay is received will be reported on SCS-195 (revised). The "Monthly Time Record", SCS-501, will be used as the basis for man hours reported in this block.

Line 1: "Planning farms" and ranches should include the office and field time spent with farmers and ranchers in the actual preparation of individual conservation plans, individually or in groups; including the preparation of land use maps, capability maps, plans of conservation operations, and preliminary layouts absolutely necessary to prepare individual conservation plans. This item should also include time spent in the re-signing of cancelled

cooperative agreements and the preparation of amendments to plans.

Line 2: "Establishment" should include the time used in assisting farmers and ranchers to apply planned and agreed soil and water conservation practices on lands for which conservation plans have already been prepared or are in the process of preparation. This will include lay-out and detailed design work; direct assistance to cooperators in the proper installation of practices, measures, and revised farming methods; distribution of supplies or materials; and other types of establishment work on individual farms.

Line 3: "Maintenance" should include time utilized to help farmers and ranchers keep established conservation practices and measures in the most satisfactory and useful condition, including those practices which must be re-installed or given attention periodically.

Line 4: Time spent on "Group enterprises" (as reported in detail for planning, establishment, maintenance, etc., for each type of facility, on Form SCS-195a) should be reported here as one item by grades of technicians. This item includes all of the time spent on organized group facilities, as defined in Field Memorandum #1100 "as any job involving two or more land owners or operators who agree to work together to carry on the construction, operation, and maintenance required."

Line 5: "Widespread Application" should be the time spent on the widespread program, most of which will be that of "training local leaders", working with district governing bodies and other agencies, and in the establishment and maintenance of practices and measures on farms and ranches not having district cooperative agreements.

Line 6: "Conservation Surveys" should include all time used for field mapping, inking, joining, inspection, field review, and checking conservation surveys; and others listed in Block E. Surveyors doing other types of work such as planning farms, establishment, cooperative relations, and administration, should use appropriate time items for reporting their time.

Line 7: "Information" should include time spent in making the public generally aware of erosion conditions and soil and water conservation. This work includes assembly and distribution of informative material in general meetings, on tours and demonstrations, through the press, radio, visual aids, etc., and in giving general talks on conservation. Any time spent incident to supplying slides, photographs; and similar material, or developing data for educational institutions, should be included here.

Line 8: "Conservation Education" should include time spent in teaching people to take a definite part in soil conservation work, including local assistance in organizing and operating conservation districts, and preparatory educational work preceding planning, establishment, and maintenance of conservation practices and measures. This item should also include time spent in meetings, tours, demonstrations and the like, held with this same purpose in mind, as well as preparation of job sheets or other instructional material intended for such use.

Line 9: The time used on "Cooperative Relations" with the district governing body, other agencies and groups dealing with soil and water conservation programs and plans will be included in this item. Meetings of the district governing body would include such activity as assistance in the preparation and revision of district program and work plan, keeping of district records and preparation of district reports.

Line 10: "In-Service Training" should include all time spent in organized training programs to improve performance of personnel in procedures, methods, and techniques of Service operations. This item will include the time of those giving as well as those receiving such training.

Line 11: "Administration" should include time spent in directing and managing employees, funds, equipment, and materials. This includes planning and scheduling Service work, staff conferences, keeping of records, correspondence, preparation of Service reports, and other such office activities.

Line 12: "Tests and Evaluations" should include time spent in extending the results of research to the land, in making field trials, and in evaluating conservation measures and practices. Soil scientists should report here time spent on special soils studies such as involve laboratory or field analyses, including time spent in collection of samples, except those taken for soil correlations.

Line 13: Any special time, not reportable on any other line, should be shown here and specifically identified in the blank space.

Line 14: "Leave" (sick and annual) shall be reported, but leave without pay will not be included.

"TOTAL MAN HOURS" by grades of technicians who actually work in the district (or were on leave) during the period of this report will be shown here, as a total of the items listed above.

BLOCK E - CONSERVATION, RANGE AND OTHER TYPES OF SURVEYS - ACRES

Conservation Surveys within the district should be identified by principal types and reported in acres for this period and to date on lines 1 to 3, if there is more than one type. Range Surveys in acres should be reported on line 4. Any other type of surveys of particular interest to the region may be reported in lines 5 and 6.

BLOCK F - NARRATIVE REMARKS

In this block the district conservationist may make such statements as would be useful in clarifying data appearing in other parts of the report. He may also desire to comment on the progress and accomplishments of soil and water conservation work in the district.

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BLOCK D DISTRIBUTION OF TIME, SCS TECHNICIANS (THIS PERIOD)

BLOCK E CONSERVATION, RANGE AND OTHER TYPES OF SURVEYS (ACRES)BLOCK F NARRATIVE COMMENTS

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